EXCERPTS FROM

RULES OF PRESSLISTING AND INDEXING

Published by the

National Archives of India

New Delhi

I. PRESS-LISTING.

No pen, pencil or other mark of any kind is to be made on any MS. record for any purpose whatsoever.

No pin or metal clip is to be stuck through or on to any MS. record or any printed book. When dealing with references flags may not be employed; insert all paper slips between the pages and pin the flags to the slips.

PART A - GENERAL.

1.- Nature of a Press-list.

The definition of a Press-list is 'a complete list of documents, with their dates and some indication of their nature and contents.' The words 'some indication' may be broadly understood as 'the sense of what is important in each document.' Thus comes the first great difficulty - 'How to decide what is important.'

Now in practice it will be found that, with regard to the bulk of the documents, each deals with one particular subject. In each case then this 'subject' is important in relation to the document concerned; and other things derive their claim to inclusion in the precis from their bearing on the aforesaid 'subject.'

The above is only a very broad rule - for in some cases the 'subject' may be of such little intrinsic value that only the barest reference to it is necessary, whereas a detail in the letter, perhaps a mere side-issue from the 'subject,' may yet be of historical importance or personal interest and therefore must be mentioned. This may sometimes be effected by means of a foot-note.

Again, in certain classes of documents many subjects may be dealt with all of which have to be referred to, The following brief classification may help to make the position clearer :-

2.- Classes of Documents, and how to deal with them.

(i) General Letters are press-listed like ordinary letters, the full 'subject' is given when there is anything important.

(ii) Drafts to and letters from the other Presidencies generally demand fuller treatment than other documents, and as a general rule the various subjects dealt with should all be briefly mentioned.

(iii) Drafts to and letters from other official bodies and persons, and private individuals.

(a) The general rule is that only the main subject dealt with need be referred to.

(b) There are many exceptions, however, most of which can be treated like class (ii).

(iv) Minutes Resolutions etc. of the Board. Enough should be given to indicate the sense clearly.

(v) Miscellaneous e.g., forwarding letters applications for appointments or leave certificates etc. should be dealt with as briefly as possible.

It is unnecessary to chronicle mere acknowledgments of receipts of letters etc.

3. Phraseology.

The first difficulty then is to discover what should be included in the Press-list. The second is how to express it. Brevity and Lucidity are the two golden rules.

4. Brevity

Brevity - To obtain this it must be remembered :-

(i) That all irrelevant details should be excluded. Thus, the movements of half a dozen ships may be separately given in a letter: if none of these appear to have any particular importance, summarize as 'giving shipping intelligence.'

Unnecessary ---

Unnecessary repetition should be avoided, e.g., a forwarding letter may state and discuss the subject of its enclosure, but unless the enclosure is missing it is only necessary to 'press-list' that subject when dealing with the enclosure. An opinion on the enclosure, recorded in the forwarding letter, may however be referred to.

(ii) That no more words or phrases should be used than are absolutely necessary to convey the sense of what has to be stated.

5. Lucidity.

I. Lucidity, i.e., the grammatical use of simple words and phrases. Much can be done towards keeping the English of the Press-lists clear, simple, vigorous and free from newspaper vulgarisms, if the compilers will bear in mind these precepts. simple language.

(i) Prefer the short word to the long
(ii) _____ single _____ circumlocution
(iii) _____ concrete _____ abstract
(iv) _____ familiar _____ unusual.

The following examples show the kind of thing that is too often written, and which ought to be avoided. Better methods of expression are given in brackets.

(i) The short word instead of the long.

'Letter from Col. A to Mr. B., stating that 1000 troops have been sent to Allahabad, and notifying him of his intention to proceed thither'. (... that he intends to go there.)

(ii) The single word instead of the circumlocution.

'...the soldiers have been made the recipients of a silver medal'. (received.)

'... a full report showing that in many instances lives were lost through carelessness'. (many lives)

(iii) The concrete word (or expression) instead of the abstract. Abstract expression is almost the same thing as the excessive use of nouns.

'Minute of _____, giving his views as to the necessity of the modification of the system of administration'. (giving his opinion that the administrative system should be modified.)

'Letter from Mr. C., Export-Warehouse-Keeper, to Mr. D., Secretary, desiring him to enquire of the Board about the cause of the stoppage of the supply of printed forms to that office'. (to ask the Board why printed forms are no longer supplied.)

(iv) The familiar word instead of the unusual.

'...asking to be excused for the reasons therein set forth'. (there given.)

'...from Mr. E., enclosing a copy of an accusation with his reply thereto'. (to the same, or simply reply.)

II. Wrong variations of certain expressions are frequently used.

Example.- 'Letter from Capt. Wakeman to Mr. W. Bruere, Secretary, reporting the arrival of the Fox Packet.'

Variations -

(i) 'intimating him of the arrival of' [for 'intimating the arrival of'].
(ii) 'acquainting that the fox has arrived' [for 'acquainting him of the arrival of'].
(iii) 'advising that .... [for 'advising him .....].
(iv) 'advising the arrival of' [" " " or 'reporting the 'arrival of'].

The ---

Military titles. (iii) Abbreviations of military titles preceding the names of persons are adopted, e.g., Col., Lieut.-Col., Capt., Lieut.-Gen., Brig.-Gen., Adj.-Gen. (for 'Colonel' etc.) Major should be written in full. The word 'Rupees,' and the names of the months when in conjunction with a date, may be abbreviated. Thus - Rs. 23 Dec.1799. The word 'Mr' may usually be omitted. Titles such as 'Sir,' 'Capt.' etc. should however be written.

Civil titles. (iv) Civil titles are to be written in full.

Titles not abbreviated. (v) In all cases where the title does not precede the name it should be written in full.

ditto. (vi) The use of the word 'ditto' is to be avoided, except in the 'Remarks' - column.

11. - Capitals.

Capitals are to be used for :-

Places, persons, official titles. (i) Names of places, persons and their official designations, e.g. 'Senior Pilot', 'First Officer,' but 'an officer of the Herioine'.

Class of ship. (ii) The cla s of any ship, e.g. the Lapwing Snow'.

Colour. (iii) A colour when it denotes a peculiar kind of cloth, e.g. 'Brown Cloth'.

Specific words. A.H., A.D. (iv) The following words: Army (when referring to the Company's Army), Charterparty, Civil Service, Council Chamber or House, Factory, General Letter, General Post Office, Government, Mint, Navy, Old Fort (when the terms refers to Fort William), Presidency (when referring to one of the three great Divisions). Sepoy, Treasury, A.H, (small caps) = Anno Hegirae, the year of the Hijrah, e.g. A.H. 1 = A.D.622.

Minutes, consultations, office, department. (v) The words 'minute' and 'consultation' should be written with a small initial except in the heading 'Minutes of Consultation, or at the beginning of a precis. Write 'office' and 'department' in such expressions as 'Postmaster-General's office', 'Public dep'.

Fleet, country, college should not be written in capitals.

12. - Italics.

When used. (i) Names of ships, newspapers, books, Indian names of cloth, all purely Indian and non-English words are to be written in italics.

When not used. (ii) Words which have become anglicized are to be printed in Roman character. Such are: bazar, budgerow, bungalow, Sepoy, veranda, etc., par, percent, plus, rendezvous, via, vice versa Raja, Rani etc.

13. - Figures.

Figures, when used. I. - Figures are to be used for :-

(i) ages. But 'he died in his fortieth year.'
(ii) dates,
(iii) degrees of heat,
(iv) distances, weights, measures, e.g. '75 fathoms', '20 lbs.'
(v) sums of money,
(vi) numbers with fractions or decimals,
(vii) statistics, (viii) time of day when followed by a.m. or p.m., (ix) numbers over 100.

In -

In work set up in narrow columns, as are the Press-lists, figures may be more freely used than elsewhere.

When spelt out. The general rule is that they are to be spelt out -

(i) at beginning of sentences,
(ii) for sake of greater accuracy, if such is needed,
(iii) in indefinite amounts,
e.g. 'two or three miles'.
(iv) in numbers under 100.

Figures and words must never be combined as in the following examples.

'From 90 to a hundred'.
'10 or a dozen men'.
'Four or five 1,000 horsemen'.
'Six or 700 troops'.
'From 1799-1800' (correct forms -'from 1799 to 1800', in or during 1799-1800')

Pagination. II. To represent pagination or an approximate date use the least number of figures possible.
Thus, write:

pp. 322-3; pp.91-4; pp.670-82.

When references are made to two successive pages from 1 to 20 write:

pp.6, 7; pp.16, 17 (not pp.16-7), 1117-18 (not 1117-8), 2014-17 (not 2014-7)[1].

In dates : 1784-5; 1901-14 (use en-rules).
The order in dates should be - day, month, year - as 14 June 1795.

14. - Dates.

Year. (i) It is only necessary to put the year in the 'Date' column when it differs from the year being actually dealt with.

Instant, current. (ii) The words 'instant' and 'current' can no more be used with reference to dates than 'this' and 'here' with reference to places. It is far better to give the actual name of the month implied in the document.

Date incomplete. (iii) When the date of a document is not given, the word 'nil' is to be put in the first column. When the day or the month only is omitted, the month should be given and a dash placed before it. In the latter case a remark should be added in the last column.

Irregularities. (iv) When the date of a document is subsequent to the date of the consultation in which it is included, or when the date of an enclosure is subsequent to the date of the forwarding letter, a remark should be added in the last column.

Discrepancies between OC & P. (v) When the date or place is given in an OC but not in the P or vice versa a remark is to be added.

15. - Remarks.

Autograph, Holograph. (i) Any document signed by the Governor-General, or a Member of the Board should be noted against in the 'Remarks' - column as 'Autograph'; any document entirely written by the same, as 'Holograph'.

OC missing.	(ii)	When an OC is missing, illegible, or damaged, the fact should be noted. In cases where there is no copy of a missing document in the P the subject can often be ascertained from the BS such should be referred to. When such an entry is necessarily long, it should be made a foot-note.
Seals.	(iii)	When an OC bears a seal, the fact is to be stated in the last column, and if the seal bears an inscription it should be written out in the same place.
No signature.	(iv)	If the signature of the writer does not appear in an OC, a remark is to be added.
Enclosure.	(V)	When an enclosure does not immediately follow the forwarding letter, reference should be made to the latter in the last column.
(To be) embodied in the consultation.	(vi)	When an entry is given in full in P or BS, a remark is to be added 'Embodied in the consultation'. Otherwise the remark should be 'To be embodied in the consultation'. But in the case of an appendix which is entered after the consultation, neither remark is necessary.
BS or P missing.	(vii)	If the BS is missing, the fact should be noted. When the P and BS of the consultation are both missing, a remark to that effect is added against the first entry of OC, and the heading 'Minutes of Consultation' does not stand.
Affidavits.	(viii)	In the case of affidavits and similar documents, 'Sworn before', 'Attested before,' when standing in OC's should be added as a remark.
Resolution on OC.	(ix)	When a resolution of the Board is attached to the OC, a remark is added to that effect.
Note by G.G. or Member of Board.	(x)	If the Governor-General or a Member of the Board agrees with a draft, letter, minute etc. and records the fact, a remark should be added to that effect, e.g. 'Agreed to by Mr. Speke'.
Duplicate BS.	(xi)	When there are duplicate Body Sheets the fact should be mentioned in the 'Remarks' - column.

16. - Miscellaneous.

Addresses not specified.	(i)	The addressee is only specified when it is not the 'Board', i.e., the Governor-General in Council. Similarly when the writer is not mentioned, it is implied that the letter or draft in question proceeded from the 'Board'.
Letters to and from Governor-General or other Governors.	(ii)	In dealing with letters to and from the Governor-General or Governors of other Presidencies the name is not to be given - merely the title.
Letters to and from Boards.	(iii)	Similarly the names of the Members of any Board or Committee, such as, the Board of Trade, Board of Revenue etc., are not to be given.
Initials.	(iv)	Generally speaking the Christian names of individuals need not be given in full, but initials must be written; except in the case of famous people being referred to for the first time.
Captains of ships.	(v)	In dealing with letters to or from a Captain of a ship the name of that ship must also be mentioned, e.g., 'Capt. Raven or the Berrington'.

(vi) ...

Official designation without private name.

(vi) When the official designation of a person to whom a letter is addressed, is given without his private name, the name is to be given in square brackets after the official designation, thus: 'Letter from . . . to the Secretary to the Marine Board [Mr Taswell], requesting him ...'. (To write thus: 'Letter from . . . to [Mr Taswell] Secretary to the Marine Board etc.,' is to create a suspicion that the name has been lost, deleted, torn out, or has become illegible. By the other method of writing it is made quite clear that the letter is an official communication.)

Two or more letters to same addressee.

(vii) Occasionally one writer sends two or more letters to the same addressee, and these letters are perhaps placed consecutively in a consultation. In each case give the name and official title of writer and addressee. Do not use the phrase: 'Letter from the same to the same'.

OC not in P or BS.

(viii) When an OC exists which is neither embodied in the P nor mentioned in the BS, a separate number is given to it in square brackets. No note needs be added in the 'Remarks'- column.

Postscript.

(ix) If a postscript to a letter bears a date different from the date of the letter itself, a separate entry is to be made of the postscript.

Appointments and Transfers.

(x) Appointments and transfers of the Company's servants made by the Board, are generally entered as foot-notes, unless separate entries are made of them.

Clergymen.

(xi) Write :

The Rev.)		(The Rev.
Mr Brown,)		(Mr D. Brown,
The Rev.)	but not	(The Rev.
D. Brown)		(Brown

Items of interest.

(xii) Items of interest which cannot be included in the precis should be given in a foot-note.

II. - INDEXING OF PRESS-LISTS.

Nature of index.

1 - The Index to the press-list volumes is to be an index of names and subjects arranged in alphabetical order. Each entry is to consist of a name or a title (or both together) or a subject-word and a reference. The reference is to be by volume and page, the number of the volume being given in large heavy type (Arabic) and that of the page in small ordinary type.

Names and Titles.

Persons, places, etc.

2 - Enter

All proper names of persons, places, ships, names of books, newspapers, public bodies, institutions, buildings.

Titles.

3 - all titles or official designations (1) when they are unaccompanied by a person's name and when the person referred to cannot be ascertained, (2) when no actual person but only the office or post is referred to.

Thus:

'Proposal to raise the salary of the Postmaster-Generalship (Vol.IX, p.320)'

must be indexed

'Postmaster-General, 9, 320.'

4 - all ...

Titles with place-names. 4 - all titles accompanied by a place-name or with the place-name implied but not given, under that name. Thus:
'Letter from the Political Agent in Baluchistan'
'Statement submitted by the Third Officer of the Tellicherry'.
'Report of the Governors of the General Hospital'
must be indexed
'Baluchistan, Political Agent in'
'Tellicherry (ship), Third Officer of'
'General Hospital, Governors of'

Compound names of places. 5 - compound names of places, ships, books, periodicals under the first word not an article. Therefore the following are correct:

'Old Fort'	not Fort, Old
'Sir Stephen Lushington (ship)'	" Lushington, Sir S.
'Earl Filzwilliam (ship)'	" Filzwilliam, Earl

Compound names of public bodies. 6 - compound names of public bodies and institutions, generally under the first word not an article, unless they contain a place-name.
Therefore the following are correct:
'Board of Revenue'
'Chandernagore, Chief and Council of'
'Court of Directors'
'Asiatic Society of Bengal'
(The last might also be indexed 'Bengal, Asiatic Society', since 'Bengal' is a place-name as well as 'Asia'.)

Compound titles. 7 - compound titles of persons in a similar manner thus:
'Export-Warehouse-Keeper'
'Deputy Accountant-General'
'Sub-Export-Warehouse-Keeper'
(Note: the words 'acting' 'officiating' are not to be regarded as part of a title they are to follow the title in round brackets.)

Europeans of same surname. 8 - European persons of the same surname with their full Christian names, when these can be ascertained.

Ind an place-names. 9 - Indian place-names in the form in which they appear in the 'Imperial Gazetteer'. Indian personal names should be correctly transliterated so far as is possible without the use of diacritical points etc., no matter what the spelling of the press-list volumes may be.

Business firms. 10 - business firms with two or more names, under the first, thus:
'Colvins and Bazett, Solicitors'

English and French surnames. 11 - English and French surnames beginning with a prefix under the first letter of the prefix, thus
'De Morgan,' 'Le Mesurier,' 'A' 'Becket,'
'Du Bocage'

Surnames in other languages. 12 - surnames in other languages under the letter of the name following the prefix.
'Goltz (-- von der)', 'Weyden (-- van der),'
'Gatto (-- lo)'

13 ...

French names. 13 - French names beginning with de or d' under the letter of the word following the de or d'.
'Balzac (-- de),' 'Alembert (--d')'

Compound surnames. 14 - English compound surnames when not connected by a hyphen under the last part of the name. Foreign compound names to be entered in their entirety.

Persons changing name. 15 - persons who change their name under the first name, followed by the word 'afterwards' and the later name unless the later name only occurs in the presslists. Thus:
'Snow (Herbert), afterwards Kynaston (H.)'

Peers. 16 - peers under their titles, not their personal names, thus:
'Wellington (Arthur Wellesley, 1st Duke of)'

Orientals. 17 - Orientals under their first name - unless they adopt the European style and give only the initials of their first and second names, thus :
'Li Hung Chang'
'Das (S.C)'

Indian words. 18 - all Indian words that appear in italics in the presslists, except the most unimportant or the commonest words, such as dak, lakhs, arzi etc.

Cross-references.

Cross-references are of two kinds, general and partial.

(1) It may be stated roughly that the first are used chiefly in the case of words (be they names, subject-words or titles) that are either more or less synonymous, or are at least related. They direct a reader on every occasion from one subject to another or others (whether synonymous or not), from one form of a name to another, from a title to the bearer or bearers of it, from one name to another, as:

** ** ** **
** ** ** **

That is to say, all the information and page-references which we might expect to find under the words Money, Chief Justice, etc.. are to be sought under Coinage, Finance, Mint and Impey, Sir E., Faulkner, Sir W. etc. It is clear that, since we are directed to seek elsewhere, no page-references can follow either the first or second half of such cross-references.

(2) Partial cross-references direct a reader from one word (name, subject, title) to other kindred words, not synonyms, in the index, under which he will find further information relating more or less closely to the word originally sought for. Partial cross-references are made with the words 'see also' (not 'see' alone), and are placed (if more than one in alphabetical order), after all the other information and the page-references in an article, thus:

ARMY, 1, 4, 7, 9, 11-15, 21, 23, 45, 77, 83; see also Allowances; Guns; Sepoys.

RELIGION, 19, 26, 31, 33, 37, 100; see also Buddhism; Christianity; Monks; Persecutions.

Cross-references, both general and partial, are made from the whole to the part, from the general to the particular, from the class to the individual, from the greater to the less (not vice versa), as in the examples just given; or between subjects simply related, without any degree, as in the example 'Money, see Coinage etc.' You cannot have a cross-reference to a cross-reference.

While general cross-references are an inevitable necessity most indexes, partial cross-references are not so much necessary as desirable, since they enable a reader to find out more about his subject, its different aspects and details, and to follow its ramifications. It is possible that a man after turning up all the passages in the book where 'Army' was mentioned (1,4,7-9, etc.) might still have discovered nothing about the 'Guns' the Army used, the 'Allowances' paid to troops, the number etc. of 'Sepoys' enlisted. Tell him to 'see also' these subjects, and he will very soon have gained all the information that the book supplies on the matter of the Army. The longer the index the greater the need for these cross-references. they are, so to say, an index to the index.

Titles. 19 - Cross-references are to be used for all titles or official designations where the name of the person possessing that title is known, whether he be named or not in the press-list, all references being gathered under the name and not the title. Thus:

Prince of Wales Island, Governor of, see Macdonald, Capt. F.R.'

Compound names. 20 - for compound names of persons, titles, public bodies, institutions, firms, if it is thought necessary owing to the name containing something for which any body might reasonably look. Thus :

'Gower see Leveson-Gower'
'Commissioners of the Mint, see Mint'
'Bazett, see Colvins and Bazett, Solicitors'

incorrect or unusual forms. 21 - for incorrect forms of names, or forms not used, but which might reasonably be looked for, reference being made from the wrong or not-used form to the one used. Thus:

'Monzeedy Caum, see Muiz-ud-ddin Khan'
'Old Fort, see Fort William'

persons changing name. 22 - for those who change their name, reference being made from the later form to the earlier, thus (see above).

'Kynaston (Herbert), see Snow (H).'

When cross-reference not to be made. Cross-references are on no account to be made from a person to a thing or vice versa; this too often produces results simply foolish or meaningless.

Indexers should keep before them while they work a list of the cross-references which they make. These are to be entered from time to time, followed by the number of the volume where they occur, in a stepped alphabetical note-book kept for the purpose.

Miscellaneous.

Names and titles. 23 - Further it is to be noted that names of persons are to be followed by their official titles or professional description, if any.

Title how printed. 24 - such title or description is to be printed in Roman type separated by a comma from the name.

Titles of books. 25 - the titles of books are to be printed in italics followed in round brackets by the author's name, thus :

'Oriental Caligraphy (Capt. W.N. Lees)'

Names of ships. 26 - the names of ships are to be followed by the word 'ship' in round brackets in default of more definite information, as 'Snow', 'Grab', 'Privateer'.

27 - ...

Compound expressions.

27 - in indexing compound expressions, the first consideration should be: which is the form most commonly used, and is for that reason most easily remembered, hence, most likely to be looked for by enquirers. It matters not at all whether the first word be an adjective or anything else. Thus if 'Deputy Accountant-General' is a recognised title there is no objection to its being placed under 'D', even though there already exist under 'A' the heading 'Accountant-General'.

Writers and addressees.

28 - writers and addressees when acting only in their official capacity, on behalf of some public body, and not as private persons, need not be indexed; but the board, institution etc., for which they act should be indexed instead. A general cross-reference from the person to the board or other public body may be given. Thus:

'Letter from G.H.Barlow, Secretary, to R.R.Thompson, Secretary to the Marine Board, asking ...(Vol.IX,p.72)

should be indexed.

Barlow, G.H., Secretary to the Board,
see Board

Board, 9, 72
Marine Board, 9, 72
Thompson, R.R., Secretary to the Marine Board,
see Marine Board

When Board is addressed.

29 - when the Board (or its Secretary or Sub-Secretary) is addressed, no entry need be made in the index.

Remarks-column, foot-note.

30 - matter in the Remarks-column or in the foot-notes, is to be index if it relates to an appointment or transfer or to some interesting or historic event. When the words 'autograph', 'holograph', stand in the Remarks-column a reference is to be made to the writer thus:

Mornington, Earl of, Governor-General,
autograph, 15, 323

Subject-indexing.

31 - Subject-indexing is to be kept within narrow limits. It is fairly safe to say that only words actually occurring in the press-lists themselves are to be taken as subject-headings. There must be no attempt at classification. Thus, if the words Forgery, Kidnapping, Murder, Robbery occur, they may be used as headings; on no account whatever are they to be grouped under Crime. The reason is that no one but the indexer himself understands the system of classification, and he is often forgetful or inconsistent. This must not be taken as implying either that every single entry in the press-lists requires a subject-heading or headings, or that the index is to be crowded with synonyms. On the one hand, many entries do not need 'subject-indexing' at all; on the other, where two words are exactly synonymous, all the references should be grouped under one, and if need be, a cross-reference made from the other. But be quite sure that they are synonymous.

Arrangement of matter under a heading in the index.

1. There are three ways of arraning slips under the various headings:

(i) the simplest is to arrange the slips in the numerical order of the references, as -

King, the 1, 3, 5-7, 10,12

(ii) --

(ii) alphabetical order:

King, the,[1] at Allahabad, 47
demands tribute, 3
goes to Kora, 22
negotiates with Afghans, 308
and Omichand, 61
wins two battles, 59

(iii) chronological order of events. (This will often be found to correspond most nearly with (i), for obvious reasons.)

Where it is possible, as it usually is when dealing with people, to adopt (III) the chronological order, this should be done, as in the following example, in which it would be well to add the dates, if known.

MATTHEWS, A., apptd writer (1750)
Master Attendant (1755)
Sub-Secr. to Board (1757)
Chief at Lakshmipur (1757)
Member of Board (1764)
Envoy to Nizam (1765)

In dealing with places it is generally possible to adopt (ii) the alphabetical order - unless of course the actual history of the place itself is dealt with in the Press-Lists. Thus:

DACCA,[1] aurang at
chauki at
ships sunk at
timber from

The rule may be stated thus: Arrange general facts or attributes - alphabetically; chronological events - in order of date.

2. The correct arrangement under a place-name of entries consisting of that place-name plus a sub-heading is here set out:

(1) Balasore (budgerow)
(2) Balasore, 4,2,23 . . . . .
_____ Factory, 4, 7, 37-8 ....; accounts of, 31; parwana for, 86; treasure for, 116
_____ Roads, 4,3,11 ....
(3) _____ Chief of, see Playdell, C.S.
_____ Faujdar of, 4, 117
_____ Nawab of, 4, 117
_____ Raja of, see Raja Ram Singh.

Observe the order :

(1) Thing)
(2) Place) see Indexing rule, p.20.
(3) Person)

Note further that the items under (3) are in alphabetical order. (The rule no 44, vii, in Supplementary Cataloguing Rules, has been misinterpreted: it means that under a single heading such as 'Dacca, Chief of' the cross-references to it should go at the end of that article, thus:

Dacca, Chief, post created, 19, 1: salary fixed, 3; allowances of, 4; house, 5; see also Newton, W.

The rule does not mean that among a number of sub-headings under 'Dacca', those which are cross-references should come last. On the contrary, the sub-headings are to be grouped in alphabetical order.)

III. - CALENDARING.

Every Calendar shall present, in as condensed a form as possible, a correct index of the contents of the papers described in it. The entries should be so minute as to enable the reader to discover not only the general contents of the originals, but also what they do not contain. If the information be not sufficiently precise, if facts and names be omitted or concealed under a vague and general description,

the --

the reader will be often misled, he will assume that where the abstracts are silent as to information to be found in the documents, such information does not exist; or he will have to examine every original in detail, and thus one great purpose will have been lost for which these Calenders have been compiled.

1. All formal and official documents, such as letters of credence, warrants, grants and the like, should be described as briefly as possible.

2. Letters and documents referring to one subject only should be catalogued as briefly as is consistent with correctness. But when they contain miscellaneous news, such a description should be given as will enable a reader to form an adequate notion of the variety of their contents.

3. Wherever, a letter or paper is specially difficult to decipher, or the allusions more than ordinarily obscure, it will be advisable for the Editor to adhere, as closely as is consistent with brevity, to the text of the document, and we should do the same when it contains secret or very rare information.

4. Where the Editor has deciphered letters in cipher, the decipher may be printed at full length. But when a contemporary or authorised decipher exists, it will be sufficient to treat the cipher as an ordinary document.

5. Striking peculiarities of expression, proverbs, manners etc. are to be ~~xixxx~~ noticed.

6. Original dates are to be given at the close of each entry, that the reader may know the exact evidence by which the marginal dates are determined.

7. Where letters are endorsed by the receivers and the date of their delivery specified, these endorsements are to be recorded.

8. The number of written pages of each document is to be specified, as a security for its integrity, and that readers may know what proportion the abstract bears to be original.

9. The language of every document is to be specified. If, however, the greater part of the collection be in English, it will be sufficient to denote those only which are in a different tongue.

10. Where documents have been printed, a reference should be given to the publication.

11. Each series should be chronological.

12. The prefaces of Editors are not to exceed fifty pages.

Bnb.
15/5/67.